



DISTRICT OF COLUMBIA
Office of Administrative Hearings
One Judiciary Square
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Washington, DC 20001-2714
Tel: (202) 442-9094 • Fax: (202) 442-4789
Email: oah.filing@dc.gov



Petitioner(s),	Case No(s).: _____
v.	_____

Respondent(s)	

REQUEST FOR AUDIO RECORDING OF HEARING

I request a copy of the audio recording of the hearing held by the Office of Administrative Hearings (OAH) for the above referenced matter. **PLEASE ALLOW FIVE (5) BUSINESS DAYS TO PROCESS YOUR REQUEST.**

Hearing Date:	
Hearing Room Number (if known):	
The presiding Administrative Law Judge:	

You must enclose a **processing fee of \$10 per request**. Your **check or money order** must be made payable to: **"D.C. Treasurer"**.

Please provide you information below. OAH will contact you when the recording is ready for pick-up.

_____ Name of Person Submitting the Request	_____ Firm/Office/Business (if applicable)
_____ Address	_____ Telephone Number
_____ City	_____ Email Address
_____ State	
_____ Zip Code	

☐ **By checking this box, I consent, according to OAH Rule 2841.16, to receive orders or any other documents issued in this case by email.**

The Office of Administrative Hearings (OAH) uses a digital recording application/program FTR to record all hearings. In order to playback your hearing(s), you must have a PC or laptop with internet access. For recommended system requirements, please refer to www.fortherecord.com. FTR player plus™ is an audio playback program that's available as a free download from the FTR website (www.fortherecord.com) for those who need to playback an audio recorded hearing by OAH.

For Clerk's Office Use Only:
_____ Signature of OAH Staff Member Confirming Identification
Date: _____